

- Parking requirements for tent revivals shall be calculated on the basis of one parking space for every 50 sq. ft. of tent area. All such parking spaces must be provided on the subject site.

Miami-Dade Fire Rescue Department (Fire)

- The following must be provided in order to comply with the Florida Fire Prevention Code:
 - A. Provide one ABC type “2A” fire extinguisher for each 400 sq. ft., where mounted top of the extinguisher does not exceed five feet above floor. After the first 1200 sq. ft. (three extinguishers), provide one additional extinguisher for each 1000 sq. ft.
 - B. Minimum aisle width with seating 44”. Aisles serving areas other than seating shall not be less than five feet wide and the number of such aisles shall be at the discretion of the authority having jurisdiction.
 - C. No parking within 20 feet except upon a public street.
 - D. “No Smoking” signs
 - E. Provide flame spread (class A) affidavit of affirmation for membrane structures
 - F. There shall be a minimum of 12 feet between stake lines (multiple tents).
 - G. No unauthorized open flames permitted in tents.
 - H. Heating devices must comply with NFPA 102, and the authority having jurisdiction.
 - I. Fire watch is required for all tents with a capacity of 300 persons or greater. To arrange, please call Miami-Dade Fire Rescue Department at (305) 716-7638.

SPECIAL REQUIREMENTS FOR CHRISTMAS TREES

Department of Planning and Zoning

- Christmas tree sales can only be conducted on properties zoned BU (Business District).
- Application for the building permit must be submitted at least fourteen days prior to the date the Christmas tree sales will commence.
- Written approval from Florida Department of Health at 1725 N.W. 167th Street, (305) 623-3500.

- Executed agreement between the property owner and the Christmas tree retailer, giving permission to use the property for the sale of Christmas trees and the dates of operation.

Miami-Dade Fire Rescue Department (Fire)

- Minimum head room 7’6”
- The following must be provided in order to comply with the Florida Fire Prevention Code:
 - A. Provide one ABC type “2A” fire extinguisher for each 400 sq. ft., where mounted top of the extinguisher does not exceed five feet above floor. After the first 1200 sq. ft. (three extinguishers), provide one additional extinguisher for each 1000 sq. ft.
 - B. Minimum aisle width with seating 44”. Aisles serving areas other than seating shall not be less than five feet wide and the number of such aisles shall be at the discretion of the authority having jurisdiction.
 - C. No parking within 20 feet except upon a public street.
 - D. “No Smoking” signs
 - E. Provide flame spread (class A) affidavit of affirmation for membrane structures.
 - F. There shall be a minimum of 12 feet between stake lines (multiple tents).
 - G. No unauthorized open flames permitted in tents.
 - H. Heating devices must comply with NFPA 102, and the authority having jurisdiction.

Q. After my building permit is issued for my Short Term Event, are separate electrical, plumbing, or mechanical permits required?

A. No. Your event permit includes all trade related work that is why your subsidiary contractors are required to sign the Professional Certification for Short Term Events Affidavit and Verification forms.

Q. Am I required to call for inspections during construction of my temporary structure?

A. The Building Department will rely on the professional who signed the Affidavit to inspect the erection and installation of all temporary facilities and will perform an inspection 7 days after the event's conclusion only to ensure all temporary structures have been removed. However, other departments may require you to call for other inspections during construction. Check the permit card for details.

Q. Are these all regulation and permitting procedures for membrane structures?

A. No. Please remember that this information is being provided to you as a guide to assist you with the permitting process for Short Term Events. Please contact each applicable agency to verify and obtain recent information.

Carlos Alvarez
Mayor

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**PERMITTING
PROCEDURES
FOR
SHORT TERM
EVENTS**



A public information service of

**Miami-Dade
Building Department**

Permitting & Inspection Center
11805 S.W. 26th Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2000
Monday - Friday
7:30 a.m. - 4:30 p.m.

www.miamidade.gov/bldg/

Q. What is a Short Term Event?

A. It is an event that lasts 30 days or less where temporary structures and facilities are required. These events can be for revivals, carnivals, assemblies, circuses, sporting tournaments and for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals, and /or flowers.

Q. What type of temporary structures can be included with a Short Term Event?

A. The following temporary structures can be included under the Short Term Event:

- Membrane structures (tents)
- Stages
- Bleachers
- Towers for lighting or sound systems
- Platforms
- Lifts
- Ramps
- Non-portable ventilation systems
- Enclosed cooking facilities

Q. Do all temporary structures utilized in a Short Term Event require a building permit?

A. No building permits are required for membrane structures (tents) that are 10 x 12 in size or less provided the tents are not being utilized for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals and /or flowers.

Q. I am having a Short Term Event with temporary structures, which require a permit. Where do I go to apply for the permit?

A. Building permit applications for the erection of temporary structures relating to a Short Term Event

in Miami-Dade County can be submitted for permit at the Building Department at 11805 SW 26 Street (Coral Way), Monday through Friday, between the hours of 7:30 a.m. to 4:30 p.m.

Q. What should I bring to the Building Department to apply for the permit?

A. You will be required to bring a completed permit application signed by a qualified applicant (for further details refer to Chapter 10 of the Code of Miami-Dade County or Chapter 489 of the Florida Statutes); two completed sets of plans showing all property lines, together with dimensions of same; all street(s) or avenue(s) on which the property is located; the location, setback, dimensions and description of all existing buildings, light standards, driveways, customer parking areas and the size, location and setbacks of all the temporary structure(s); the location and number of restroom facilities. Plans detailing the structures must comply with the Florida Building Code and NFPA 102. All plans must include structural calculations and when applicable, a copy of the Class A flame spread certification. Plans must be signed and sealed by a State of Florida licensed and registered architect or engineer.

Additionally, you must have in the plans a completed Professional Certification for Short Term Event Affidavit and Verification Form. The form must be signed by the property owner, event holder, prime contractor, and all applicable subsidiary contractors (electrical, plumbing, mechanical). Additionally, the form requires the signature and seal of a Florida licensed and registered architect or engineer who will be responsible for performing plan reviews and inspections for Florida Building Code requirements.

The Building Official will rely on the Affidavit to issue the permit without examination of the plans. However, the plans will be reviewed by other applicable agencies including, but not limited to the Department of Environmental Resources Management, Miami-Dade Fire Rescue, and the Department of Planning and Zoning. Additionally, requirements for events and membrane structures are outlined below:

SPECIAL REQUIREMENTS FOR ASSEMBLIES, CIRCUSES, AND SPORTING EVENTS

Department of Planning and Zoning (DP&Z)

- Applications for the building permit must be submitted at least thirty days prior to the event.
- Parking requirements for circuses and sporting events shall be calculated on a basis of one parking space for every 50 square feet of tent area. All such parking spaces must be provided on the subject site.
- A letter from the property owner authorizing the dates of the event.
- A letter from the sponsor detailing the event.
- Written approval from Florida Department of Health at 1725 N.W. 167th Street, (305) 623-3500.
- Written approval from Miami-Dade County Police Department at one of the following locations:
 - 5975 Miami Lakes Drive East (305) 557-7090
 - 9101 N.W. 25th Street (305) 471-2800
 - 7707 S.W. 117th Avenue (305) 279-6929
 - Miami International Airport (305) 876-7373
 - 2950 N.W. 83rd Street (305) 836-8601
 - 10800 S.W. 211th Street (305) 378-4300
 - 15665 Biscayne Boulevard (305) 940-9980

Miami-Dade Fire Rescue Department (Fire)

- A review of site and assemble (seating) plans are required
- Minimum head room 7’6”
- The following must be provided in order to comply with the Florida Fire Prevention Code:
 - A. Provide one ABC type “2A” fire extinguisher for each 400 sq. ft., where mounted top of the extinguisher does not exceed five feet above floor. After the first 1200 sq. ft. (three extinguishers), provide one additional extinguisher for each 1000 sq. ft.
 - B. Minimum aisle width with seating 44”. Aisles serving areas other than seating shall not be less than five feet wide and the number of such aisles shall be at the discretion of the authority having jurisdiction.
 - C. No parking within 20 feet except upon a public street.
 - D. “No Smoking” signs.
 - E. Provide flame spread (class A) affidavit of affirmation for membrane structures.

- F. There shall be a minimum of 12 feet between stake lines (multiple tents).
- G. No unauthorized open flames or pyrotechnics permitted in tents.
- H. Heating devices must comply with NFPA 102, and the authority having jurisdiction.
- I. Fire watch is required for all tents with a capacity of 300 persons or greater. To arrange, please call Miami-Dade Fire Rescue Department at (305) 716-7638.

SPECIAL REQUIREMENTS FOR TENT SALES OF SPARKLERS

Department of Planning and Zoning (DP&Z)

- Sparkler sales can only be conducted on property zoned BU (Business District).
- Applications for the building permit must be submitted at least fourteen days prior to the date the sparkler sales will commence.
- Site drawing identifying parking spaces
- Written approval from Florida Department of Health at 1725 N.W. 167th Street, (305) 623-3500.
- Executed agreement between the property owner and the sparkler retailer, giving permission to use the property for the sale of sparklers and the dates of operation.

Miami-Dade Fire Rescue Department (Fire)

- Application is to include a copy of the Certificate of Registration available from State Fire Marshal (904) 922-3172.
- Copy of the company owner’s Florida Driver’s License.
- Site drawing identifying proximity of all buildings, other structures and streets and indicating location and type of fire extinguishers.
- Fire watch will be required if tent exceeds 1600 sq. ft. or if distance separation to buildings is less than 100 feet. Tents are to be at least 25 feet from street and 30 feet from property lines. A Fire Department inspector will make a final determination.
- Provide dates and hours of operation
- Provide a minimum of two approved fire extinguishers rated 2A10BC to be readily visible and placed near exits. Travel distance to

- extinguishers is not to exceed 75 feet.
- There shall be no smoking in tents, and appropriate “No Smoking” signs shall be displayed conspicuously.
- Sparklers shall be sold in packages or zip locked or tied polyethylene bags.
- Sales from motor vehicles are prohibited.
- Sparklers shall not be stored, sold or dispensed in any manner where combustibles or flammable materials are dispensed.
- Sparklers shall be stored on skids or pallets a minimum of 4” off the ground to protect the chemical stability of the compounds from moisture.
- All merchandise must be removed from the tent daily unless an approved security system is provided.
- All storage containers shall be labeled “Class C Explosives” or “Explosives 1.4G”.

SPECIAL REQUIREMENTS FOR TENT REVIVALS AND CARNIVALS

Department of Planning and Zoning (DP&Z)

- Applications for the building permit must be submitted at least 30 days prior to the event.
- A tent revival is permitted on bona fide church premises, on industrial properties and on properties zoned BU-2 or BU-3. A carnival tent is permitted on bona fide school properties.
- Signed waivers of objection from 100% of all property owners within 500 feet or signed waivers of objection from 80% of all property owners or tenants of residential buildings within 1,000 feet of the site proposed for the tent revival, including their addresses and phone numbers.
- A letter from the property owner authorizing the dates.
- Written approval from Miami-Dade County Police Department at one of the following locations:

- 5975 Miami Lakes Drive East (305) 557-7090
- 9101 N.W. 25th Street (305) 471-2800
- 7707 S.W. 117th Avenue (305) 279-6929
- Miami International Airport (305) 876-7373
- 2950 N.W. 83rd Street (305) 836-8601
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